

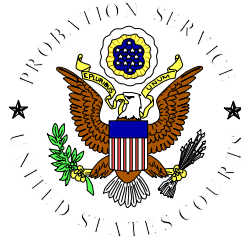
United States District Court

SOUTHERN DISTRICT OF MISSISSIPPI

GARY S. MANN
Chief Probation Officer

JACKSON OFFICE
317 East Capitol Street, Suite 200
Jackson, Mississippi 39201-3405
TEL: (601) 965-4447
FAX: (601) 965-4508

Reply to: JACKSON



HATTIESBURG OFFICE
701 North Main Street, Suite 320
Hattiesburg, Mississippi 39401-3471
TEL: (601) 582-5256
FAX: (601) 582-5262

GULFPORT OFFICE
2010 15TH Street
Gulfport, Mississippi 39501-2022
TEL: (228) 563-1850
FAX (228) 563-1870

JOB OPPORTUNITY

POSITION TITLE: United States Probation Officer

SALARY RANGE: CL27 - \$41,575 with eventual
CL 28 potential -\$49,815 - \$81,005

CLOSING DATE: COB 10/06/06

TYPE OF APPOINTMENT: Full Time/Provisional to Permanent,
pending a favorable suitability
determination by the court.

REPRESENTATIVE DUTIES: Investigates, prepares reports, and makes recommendations for sentencing of individuals to the court, which requires interviewing offenders and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of the U. S. Sentencing Commission guidelines and relevant case law.

Presents presentence report and sentencing recommendations to the court. Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and guideline applications.

Analyzes any objection to the presentence report and determines appropriate course of action, including resolving disputed issues and/or presenting unresolved issues to the court for resolution.

Supervises offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment.

Contacts offenders through office and community visits and by telephone. Investigates employment/sources of income, life style and associates, which will help to assess risk and compliance factors. Responsible for detection of substance abuse and implementing the necessary treatment or violation proceedings of appropriate offenders.

Communicates with other organizations and persons concerning offenders' behavior and conditions of supervision. Detects and investigates violations and implements appropriate alternatives and sanctions; reports violations to the appropriate authorities. Prepares reports, which may include application of U. S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court parole hearings.

Conducts preliminary interviews and other investigations as required.

Maintains a detailed written record of case activity.

JOB REQUIREMENTS: Broad knowledge of criminal justice system. Ability to evaluate and apply statutes and implementing regulations. Good knowledge of investigative and supervision techniques. Knowledge or experience of how other judicial processes/procedures relate to his/her position. Skill in counseling offenders to obtain and maintain compliance to the conditions of their release. Skill in communicating, orally, and in writing, and working with judges, counsel, and other law enforcement agencies. Knowledge of community and potential community resources.

REQUIRED EDUCATION: Completion of a Juris Doctor degree or a master's degree from an accredited college or university in a related field of academic study such as criminal justice, criminology, psychology, sociology, human relations, and business or public administration. This provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position and is required for all U. S. Probation Officer positions in the Southern District of Mississippi.

ENVIRONMENTAL DEMANDS: Incumbent will have daily contact with persons with known violent backgrounds. Frequent travel and contacts in unsafe neighborhoods where drug dealing and violence occurs regularly.

PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE: The duties of probation officers require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing Federal offenses.

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of the appointment.

APPLICATION PROCEDURE: Applicants must submit a resume by close of business, October 6, 2006, to the following address:

**U. S. Probation Office
317 E. Capitol Street, Suite 200
Jackson, MS 39201**

IMPORTANT NOTICE: Prior to appointment, the selectee considered for this position will undergo a background investigation, medical examination and drug screening. Upon successful completion of the background investigation, medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluation.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial officers and officer assistants are available for public review at [HTTP://WWW.USCOURTS.GOV/](http://www.uscourts.gov/).

A written test is required for all qualified candidates unless you are currently a federal probation or pretrial officer seeking transfer.

Mandatory electronic funds transfer for payment of net pay

Applicants must be a citizen of the United States.

~~The United States Courts is an Equal Opportunity Employer ~~